



THE SUNRISE CITY

FORT PIERCE
BUILDING DEPARTMENT
Florida

Building Department CHECKLIST FOR RESIDENTIAL REMODEL PERMITS

Pre-Approval required by:

Planning Department (if property is located in a Historic District or Architectural Design Area)
Fort Pierce Utilities (FPUA), if applicable

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number, pin number and DPCR#, if applicable
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Description of work
- Note the sq. footage of remodeled space
- Note the total sq. footage
- Intended use of the remodeled space
- Note if this remodel requires any electrical, plumbing, a/c, etc.
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Sub-contractor agreements, if applicable.
- Original plans signed and sealed by a Florida licensed Architect/Engineer, for all structural work. Plans shall be no larger than 24" x 36" unless approved by a supervisor prior to submittal or digitally stamped signed and sealed plans. Please separate the plans by trade using pdf format. Ex: (1) file for Structural, (1) for Electrical, (1) file for Mechanical, (1) file for Plumbing. See our website for online submittals.
- Drawings showing electrical, plumbing and HVAC work (if applicable).
- AC changeout form and AHRI if replacing AC units.
- Electrical form if scope of work includes electrical work.
- If installing or replacing windows/doors/soffit etc. provide the product approvals for each. (Circle installation methods).
- Site plan/plot plan (if applicable).
- Energy Calculations/Manual J (if applicable).
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Form.

NOTES

- FPUA review will be required if, the scope of work includes, a service upgrade, voltage

change, underground conversion, installation of large appliance additions such as arc welders, EV chargers, pool heaters, and/or solar-powered appliances.

- If converting a garage into living space, a "garage conversion permit application" must be used for permit submittal.
- If your scope of work includes reroof work, a separate reroof permit is required.
- If the structure is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.

Updated 8/20/21